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Planning Charrettes
The FWD Experience

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What is a Planning Charrette?

- A charrette is a preliminary meeting involving stakeholders to brainstorm or elicit input on a project.
- A 1391 charrette has the goal of providing a complete and accurate DD-1391 proposal for a functional facility with the least impact to the environment and the greatest benefit for the users.

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Why is it useful?

- Projects funded and at appropriate PA
- Experienced designers involved at planning stage
- Enhances communication and interaction between all involved proponents
- Products provided in a timely manner

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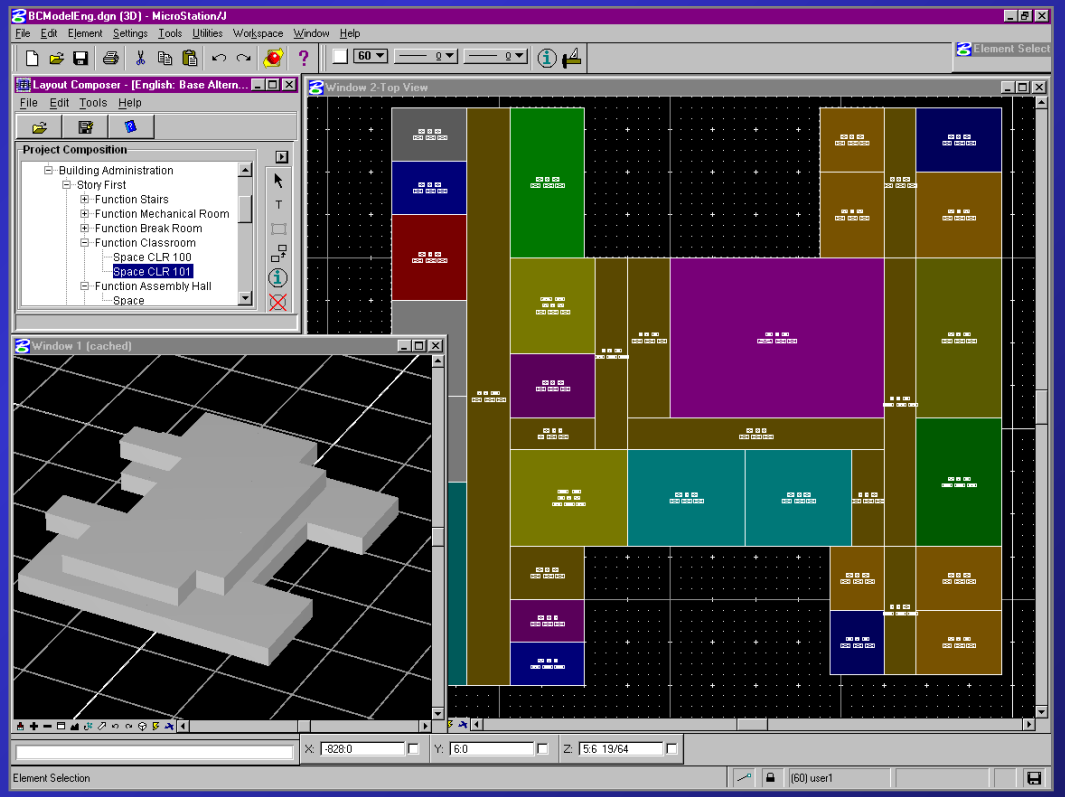
How does a charrette affect/effect decision making?

- A charrette is a Project Development Process – defines the objective of the facility and determines the impact if the project is not supported.
- Answers the following:
  - Why is project needed?
  - Who will occupy or use the facility?
  - What equipment will be used?
  - What kind of spaces are required and how much of each type?

Planning Charrette Team

- Installation personnel (DPW, Environmental, DOIM, Fire, Security, etc.)
- MACOM/IMA personnel
- Corps of Engineers:
  - Team Leader/Facilitator
  - Engineers
  - Architect
  - Economist
  - Cost Engineer
  - PAX Operator



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1391 Charrette

- How are the participants brought together?
  - Inbrief
  - Individual

- What results should a quality charrette yield?
  - DD 1391 with parametric Cost Estimate
  - Schematic Site Plan and Architectural Floor Plan
  - Charrette Report
  - Sustainability Recommendations
  - Optional: Renderings, PowerPoint Presentation

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1391 Charrette

- Who leads a charrette? Is leadership the key?
  - A team leader (facilitator) typically:
    - leads the charrette process
    - organizes the team
    - executes the schedule
    - establishes the goals of the charrette.
  - A good leader is critical, however a charrette is a team process.
- What are the associated costs?
  - Typical 4 to 5 day charrette is approximately $40,000.
  - Numerous Variables: location of TDY, # of individuals, review of an existing 1391, etc.

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How should the process be organized?

The process should be organized in compliance with ECB 2003-8, dated April 2003.

- Team that works well together is a key element.
- Communication and listening abilities.
- Everyone has a laptop to complete work on site.
- Ask every stakeholder to share their input and address their issues and concerns.

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Drawbacks to the process:

- Not enough experienced teams available to complete all the required charrettes.
- Not enough funds available to complete all the required charrettes.
- Some installations have not “bought” into the process.

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What is the way ahead?

- Future holds endless opportunities for USACE to establish a 1391 program that is a vital and accurate foundation for the design and/or construction of MCA projects.

- Team Attitude:
  - Failure is not an Option
  - Be flexible!

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